

WASHINGTON STATE LIBRARY



Washington
Secretary of State
KIM WYMAN

GRANTS

2013 Connecting Libraries through Resource Sharing Grant Guidelines



This grant cycle is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.

CONTENTS

1. Introduction
 - Overview of the Project
 - Overview of this Grant Cycle
2. Library Eligibility
3. Project Eligibility
4. Funding Available
5. Timeframe
6. Application Process
7. Requirements
8. Assurances
9. Additional Information

1. Introduction

Overview of the Project

The purpose of the Connecting Libraries to Resource Sharing (CLRS) project is to encourage cooperation among public libraries in counties in which inter-local agreements to share collection materials do not exist, or did not exist previous to participation in a CLRS grant. Grant funds will be provided for collection development with materials to be rotated between partnering libraries.

This project meets one of the LSTA purposes: To provide electronic and other linkages among and between all types of libraries.

Overview of Grant Cycle

Funds are awarded to a partnership of two or more public libraries within counties or areas that do not currently provide county-wide library service and that do not have formal inter-local agreements in place.

A single application is to be submitted from a public library acting as lead for the partnership. The application will include a letter of intent from each partnering library and certification from their governing authority that grant funds will not be used in place of local funds.

The lead library will act as Fiscal Agent for the grant.

Partnering libraries will purchase and pay for materials and then submit their claim to the lead library; the lead library will submit a **single** claim on behalf of all partnering libraries. When reimbursement for all partnering libraries is made to the lead library, the lead library will then disburse those funds to all partnering libraries. The lead library may also handle the purchase of shared materials if agreed to by the participating libraries, disburse those materials among the partners, and submit a claim to WSL for reimbursement.

Itemized receipts and/or invoices with proof of payment are required for reimbursement.

2. Library Eligibility

Public libraries, organized under the provisions of RCW 27.12, in counties that do not currently provide county-wide library service or whose boundaries are contiguous but that do not have formal inter-local agreements to share collection materials in place are eligible to apply. Community club libraries are not eligible to apply.

An application must consist of a minimum of two eligible libraries, with one library acting as the lead. Grant applications which include more participants will receive additional points.

3. Project Eligibility

A. Grant funds may be used for:

- 1) Up to \$500 per library for collection development which is limited to:
 - Print materials
 - DVDs
 - CDs
 - eBooks
 - e-Readers which do NOT have web browsing capabilities. Reimbursement of eReaders is limited to a maximum of \$150 per device; no more than two eReader devices may be purchased with grant funds. No grant reimbursement will be made for eReaders that are purchased which have web browsing capabilities. e-Readers must be ADA accessible.
- 2) Up to \$75 per library for processing supplies for those collection items purchased with this grant
- 3) Up to \$140 per library for travel to one planning and coordination meeting, and travel to meet as part of a Washington State Library site visit. Travel is to be based at the privately owned vehicle (POV) mileage reimbursement rate set by the Office of Financial Management at the time of travel.

Grant funds may not be used for any purposes not listed above.

- B. All collection materials must be rotated between partnering libraries. Participating libraries must decide on a process for rotating collection materials.
- C. Any funds provided by this grant may not be used in place of local funds. Receipt of funds is contingent upon the governing authority certifying that the library's materials budget will not be reduced by the amount of the grant. Certification is required from each partnering library.

4. Funding Available

Overall funding to support the 2012 Connecting Libraries through Resource Sharing is \$8,235. The funds will be awarded equally among partners with a maximum of \$715 per library. It is anticipated that two or more partnership applicants may receive awards.

Awards will be made contingent upon receipt of federal funds and distribution of those funds by the Washington State Library (WSL), a division of the Office of the Secretary of State.

5. Timeframe

The following timeline has been developed for the purpose of providing information about this grant cycle and to assist applicants in developing appropriate projects and applications.

Tentative dates

- **Monday, April 1, 2013** — Tentative date for grant cycle opening
- **Friday, May 24, 2013** — Application deadline; applications postmarked or delivered *after* this date will not be accepted
- **May 29–June 21, 2013** — Application review by committee
- **June 24–July 1, 2013** — The Secretary of State and Acting State Librarian review and approve committee's recommendations
- **July 8, 2013** — Anticipated date for grant awards; all applicants notified and contract development begins
- **August 5, 2013** — Anticipated date for all contracts to be finalized; project begins; costs may be incurred only after the contract is fully signed by both parties
- **Date contract fully executed (est. August 5, 2013)–August 15, 2014** — Project period
- **August 15, 2014** — Project ends; all activities cease; all purchases must be received by this date
- **September 30, 2014** — Final Narrative Report and final reimbursement claim due; must be postmarked by this date

6. Application Process

- A. Review the grant cycle materials at:
(<http://www.sos.wa.gov/library/libraries/grants/grants.aspx>) prior to developing your application. The grant cycle opens on **Monday, April 1, 2013**.

Application guidelines, forms, and other materials may be obtained by downloading and printing the files. Materials may also be obtained by contacting the Grants Program staff as noted at the end of these guidelines.

- B. Review the criteria that are contained within the application to determine eligibility to apply.
- C. Respond to the criteria, checking either yes or no for each item.
- D. Complete the application form — reply to **all** questions and secure all required signatures.
- E. Include letters of intent to participate from all partnering libraries.

- F. Include certification from each partnering library that grant funds will not supplant local funds,
- G. General questions regarding the application process may be obtained by contacting the Connecting Libraries through Resource Sharing Project Manager or the Grants Program staff by e-mail or phone (see section 9 for contact information). Staffing limitations preclude review and comment on draft applications.
- H. Submit applications to the Washington State Library **postmarked by Friday, May 24, 2013** or **hand delivered by 4 p.m. on Friday, May 24, 2013**. Faxed applications are **NOT** acceptable for this funding request.

An application consists of three components:

1. A single-sided, signed original of the official 2013 CLRS application, clearly identified as the original;
2. A paper copy; **and**
3. An electronic copy in Word or rich text format on a USB drive or CD/DVD, or sent via e-mail to anne.yarbrough@sos.wa.gov.

Submit applications to the address below:

By Mail

*Grants Program
Washington State Library
PO Box 42460
Olympia, Washington 98504-2460*

By Hand Delivery

*Grants Program
Washington State Library
6880 Capitol Blvd S
Tumwater, WA 98501-5513*

- I. A fully completed and signed application hand delivered or received in the mail postmarked by the deadline will be accepted for review.
- J. A review committee selected by WSL will review the applications and forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. Award recommendations will be based on responses to the questions in the application form. WSL may contact the applicant for clarification of information.
- K. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be incurred until contracts are fully signed by both the Office of the Secretary of State (Washington State Library) and the award recipient. Costs incurred prior to contract execution are not reimbursable.

7. Requirements

- A. Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies prior to contract execution.
- B. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis. Funds requested for the proposed project must not take the place of previously budgeted local funding.

- C. The contract (grant agreement) must be fully signed before the project may proceed and costs incurred. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- D. Applicants must commit to compliance with grant administration requirements. A final report will be submitted to WSL providing a complete summary of the project and of all grant activities. The contract document will indicate the latest date for submission of the required report. Reimbursement claims will be made on forms provided by WSL. Documentation of expenses will be required.
- E. The applicant agrees that it will comply with all applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars in regard to the use of LSTA funds to purchase materials to promote the purpose and activities of the project being proposed. The applicant assures the Washington State Library that promotional materials are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the LSTA grant project for which the applicant is seeking funds.
- F. The Washington State Library and the Institute of Museum and Library Services (IMLS) must be acknowledged as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.
- G. All projects and activities must be completed and funds expended by **Friday, August 15, 2014**. Applicants proposing projects that will use LSTA grant funding beyond August 15, 2014, will not be considered for this grant cycle.
- H. **Children's Internet Protection Act (CIPA)**
A completed CIPA certification form for each participating library must be included with the application. If eReader devices won't be purchased with grant funds, the libraries need not be CIPA compliant and will check the box "Not Subject to CIPA Requirements."

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- D. 45 Code of Federal Regulations (CFR) Part 1185, Government Wide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- E. 2 Code of Federal Regulations (CFR) Part 175, Award Term for Trafficking in Persons;
- F. Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions (now codified as 2 CFR Part 220);
- G. Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments (now codified as 2 CFR Part 225);

- H. Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations (now codified as 2 CFR Part 230); and
- I. Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL for the Electronic Code of Federal Regulations: <http://ecfr.gpoaccess.gov/cqi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>.

- On this page is a drop-down box under “Browse”. To inspect 45 CFR Part 1183, select Title 45 – Public Welfare from the drop-down box and click on the “Go” button. A search list is returned that includes specific parts, chapters, and volumes of 45 CFR.
- If you are interested in inspecting 45 CFR Part 1183 or another part of this Title listed below, scroll to and click on the part labeled 1100-1199, National Foundation on the Arts and the Humanities.
- You will find one item titled 1183 under Subchapter E – Institute of Museum and Library Services. Click on this link for access to all sections of PART 1183—UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title in html format. Use this same technique to find other parts of this title.
- If you are interested in just a part of this overall title and you know the name for the specific section, such as Copyrights, scroll to the title for that section.

The Code of Federal Regulations 45 CFR Part 1168 provides that no federal appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

The Code of Federal Regulations 45 CFR Part 1180.44 provides that each grantee shall comply with the following statutes:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4) relating to discrimination on the basis of race, color or national origin.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) relating to discrimination on the basis of sex.
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) relating to discrimination on the basis of handicap. In order to comply with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), all eReaders purchased with LSTA grant funds must be fully accessible (i.e., with accommodations such as text-to-speech functions, as well as audio or tactile feedback for navigational controls) for patrons who are blind or otherwise disabled, as well as for patrons who do not have such disabilities.
4. The Age Discrimination Act (42 U.S.C. 8101 et. seq) relating to discrimination on the basis of age.

The Code of Federal Regulations 45 CFR Part 1183 includes sections related to the scope and applicability of the provisions to grants and other cooperative agreements, financial administration requirements, contract administration requirements, and close-out of projects.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

Office of Management and Budget (OMB) Circulars

The following OMB Circulars can be inspected by accessing the following URL:

<http://www.whitehouse.gov/omb/grants/index.html> Click on "Circulars". The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

Other Requirements

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

- A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.
- E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

9. Additional Information

Web site for grant information: <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>

Connecting Libraries through Resource Sharing
2012 Grant Guidelines

Carolyn Petersen, Connecting Libraries through Resource Sharing Project Manager,
360.570.5560, carolyn.petersen@sos.wa.gov

Anne Yarbrough, LSTA Grants Manager, 360.704.5246, anne.yarbrough@sos.wa.gov